



Sangamon County Building & Zoning
BUILDING APPLICATION
Room 213, 200 S. Ninth Street, Springfield, IL 62701
(217) 753-6760 or zoning@sangamonil.gov

FOR OFFICE USE ONLY

PERMIT#: _____

PARCEL#: _____

ZONING: _____

OWNER INFORMATION

Owner Name: _____

Owner Address/Zip: _____

Phone#: _____ Email (Print): _____

GENERAL CONTRACTOR

Name: _____

Address/Zip: _____

Phone#: _____ Email (Print): _____

License # _____

ARCHITECT/ENGINEER CONTRACTOR

Name: _____

ELECTRICAL CONTRACTOR

Name: _____

MECHANICAL CONTRACTOR

Name: _____

PLUMBING CONTRACTOR

Name: _____

ROOFING CONTRACTOR

Name: : _____

****Additional permits will be required and must be completed: Electrical, Plumbing, Mechanical, etc. ****

Project Address or Parcel #: _____

PROJECT INFORMATION: Must be completed, setbacks, etc.

Street Frontage		Bed Rooms (added #)		Length	
Front Setback		Bed Rooms(total #)		Width	
Rear Setback		Full Baths (#)		Building Area (ft2)	
Left Setback		Partial Baths (#)		Lot Area (ft2)	
Right Setback		Fireplaces (#)		Parking Area (ft2)	
Garage Area (ft2)				Outside Parking (#)	
Living Area (ft2)				Height Above Grade	
Basement Area (ft2)					
Stake Date				Estimate Project Cost	
Estimate Start Date				Estimate End Date	

ATTACH A SITE PLAN FOR PLAN REVIEW

TYPE OF USE: Select one of the following.

- ☐ Single-Family Residence ☐ Commercial
- ☐ Modular Residence
- ☐ Manufactured Residence
- ☐ Agricultural Exemption **need to provide proof of agricultural income**

SCOPE OF WORK: Explain in detail what work is being done.

Please Explain In Detail:

Use of Building- Explain in detail what the building is being used for. If it's for storage, what is being stored in the building?

Select all that may apply and explain in detail what work is being done.

- | | | |
|---|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Garage | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Shed | <input type="checkbox"/> Porch |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Carport | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Pole Barn | |
| <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Horse Barn | |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Deck | |

NEW CONSTRUCTION ROAD ACCESS

Property is located on one of the following: ☐ State ☐ County ☐ Township ☐ Highway

Is there currently a culvert on this property? ☐ Yes ☐ No

Is new road access needed for this property? ☐ Yes ☐ No

If "yes" have you contacted the appropriate jurisdiction authority? ☐ Yes ☐ No

PLEASE MARK ALL THAT APPLY

	Yes	No
Is there public water available?	<input type="checkbox"/>	<input type="checkbox"/>
Is there public sewer available?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a corner lot?	<input type="checkbox"/>	<input type="checkbox"/>
Is this on a floodplain?	<input type="checkbox"/>	<input type="checkbox"/>

Please Read and Sign



I certify that I am the owner or representative of the property which is the subject of this application, I hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the County agency. As the property owner or representative I assume the responsibility of locating any property lines, setback lines, easements, right of way, flood areas, etc., any construction within these areas may result in removal at the owner's or representative's expense. A Zoning Permit is valid for a period of six (6) months from date of approval and construction must commence and be worked on diligently thereafter or this permit may be canceled upon notification by the Zoning Administrator unless a written request is submitted to the Zoning Department within fourteen (14) days prior to expiration.

Applicant Signature

Applicant Printed Name

Date

Applicant is: ☐ Building/property owner ☐ General Contractor Representative ☐ Tenant
☐ Other _____

If not the property owner, an affidavit is required with parties signatures (owner/s and contractor) stating aware that a building permit is being applied for.

OFFICE USE ONLY

RESIDENTIAL

New Construction/Remodel/Alteration

Living Sq. Ft x 81 x .007 = Fee

****Minimum Fee \$50.00**

Acc. Structure: Sq. Ft. x 20 x .007 = Fee

****Minimum Fee \$50.00**

Fence Cost: \$50.00

Commercial

Commercial Cost: X.009 = Fee

Fence Cost: \$100.00

PERMIT FEE:	
PENALTY FEE:	
TOTAL FEE:	

AFFIDAVIT INFORMATION

OWNER(S)

I: _____
do hereby agree to the building permit for which is being applied.

OWNER(S)

I: _____
do hereby agree to the building permit for which is being applied.

CONTRACTOR

I: _____
do hereby agree to the building permit for which is being applied.

OWNER

DATE

OWNER

DATE

CONTRACTOR

DEPARTMENT OFFICIAL

REQUIRED INSPECTIONS

No work shall begin until you have received your permit. In addition, prior to start of any work or issuance of any permits for new structures, you must have your sewage disposal system approved by the Sangamon County Public Health Department (217) 535-3100. A permit will be issued and work may begin after a zoning inspection has been done and approved and all required submissions have been received.

1. Zoning inspection will be conducted after our office is notified that the construction site is staked out.
2. Footings inspection is to be scheduled & approved before ordering concrete and pouring footings.
3. Plumbing Ground Work inspection if applicable is to be scheduled & approved before concrete floor is poured.
4. Electrical Underground Service inspection if applicable is to be scheduled & approved before trench is back filled.
5. Mechanical Ground Work (in-floor heat) inspection if applicable is to be scheduled & approved before concrete floor poured.
6. All Electrical, Mechanical, and Plumbing Rough-in inspections must be scheduled & approved before all ceiling, sidewall, insulation; sheet rock/plaster walls are installed.
7. Fireplace and applicable duct work inspection to be scheduled & approved before insulation, sheetrock /plaster walls and ceilings are installed.
8. Framing inspection to be scheduled & approved before sheetrock /plaster and insulation are installed.
9. Insulation inspection to be scheduled & approved before sheetrock /plaster is installed.
10. Gas line pressure test report is to be submitted to inspector & approved, if applicable, before concrete floor poured or prior to Ceiling, side wall insulation, sheet rock/plaster walls, and ceilings are installed if any portion of gas line is concealed.

11. Commercial ONLY:

A. Rough-in inspection of HVAC, Exhaust and Grease Duct(s) prior to duct wrap or zero clearance insulation. 1) Light test on all grease ducts prior to wrap or enclosure. Ref: IMC 2018 506.3.2.5 Grease duct test. Duct(s) must accessible 360°

12. Electrical service/meter base entrance Inspection must be scheduled & approved before energizing.
13. Final Building, Electrical, Mechanical, and Plumbing inspections are to be scheduled when all Systems are installed and functioning as designed. Plumbing fixtures installed and fully operational, Electrical devices, (lighting, smoke detectors etc.) installed and fully operational, Mechanical equipment, (furnaces, exhaust fans, detectors & alarms, etc.) installed and fully operational, Doors, windows and related hardware installed and fully operational.
14. Floor covering, painting and cosmetic finishes installations not required for final inspections.
15. Re-inspections for corrective work must be scheduled & approved prior to covering or concealing.
16. A fee of \$40.00 will be charged for all Re-Inspections.
17. Other inspections may be required for your situation. Please contact this office if you are not sure or have any questions. Phone # (217) 753-6760

Covering or concealing any of the above referenced work with permanent construction (concrete, sheetrock, paneling, brick, siding etc.) will not relieve Owner/Contractor from securing those inspections. You may be required to remove construction to allow for inspection. All finals must be inspected and approved before a Certificate of Occupancy will be issued. Occupancy is prohibited until the Certificate of Occupancy is granted.

Applicant Signature

Applicant Printed Name

Date

DISCLAIMER: ENERGY CONSERVATION CODE

This notice must be acknowledged by the contractor, property owner, or authorized agent for all new residential and commercial construction (except when sealed drawings are submitted), and for renovation work that affects the energy usage of the building:

1. Illinois Public Act PA 97-1033 requires all new residential and commercial buildings to meet the requirements of the 2012 International Energy Conservation Code (IECC), with amendments, effective January 1, 2013.
2. Renovations, alterations, additions, and repairs to most existing residential and commercial buildings must also meet the requirements of the 2012 IECC.
3. The law also requires design and construction professionals to follow the requirements of the 2012 IECC, and the American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) Standard 90.1, 2010 "Energy Standard for Buildings except Low-Rise Residential Buildings."
4. Additional information, including the actual law and amendments, may be found or accessed on the Illinois Department of Commerce and Economic Opportunity website at:
http://www.ildceo.net/dceo/bureaus/energy_recycling/iecc.htm
5. Sangamon County does not inspect to nor does it certify for the purpose of occupancy that this building has been constructed in compliance with the aforementioned code.

The undersigned contractor, property owner, or authorized agent acknowledges the above requirements:

OWNER

DATE

OWNER

DATE

CONTRACTOR

DISCLAIMER: RADON RESISTANT CONSTRUCTION

This notice must be acknowledged by the contractor, property owner, or authorized agent for all new residential construction:

1. Illinois Public Act PA 97-0953 requires that all new residential construction be equipped with passive radon resistant construction, effective June 1, 2013.
2. New residential construction is defined as: "any original construction of a single-family home or a dwelling containing 2 or fewer apartments, condominiums, or town houses."
3. Radon resistant construction is defined as "the installation of passive new construction pipe during new residential construction".
4. Passive new construction pipe is defined as "a pipe installed in new construction that relies solely on the convective flow of air upward for soil gas depressurization and may consist of multiple pipes routed through conditioned space from below the foundation to above the roof."
5. You may view the actual state law at the following website:
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?Acti0=3422&Chapterl0=37>

The Passive new construction pipe is required by state law as described above. In addition, the following are recommended, but not required: For crawl spaces, a 4" layer of granular rock should be placed on the crawl space floor completely covered with a 6-mil polyethylene sheet to trap the radon. All joints in the polyethylene sheet should be lapped 12". The vertical Passive new construction pipe should be 3" to 4" diameter. The bottom of the pipe needs to project through the polyethylene sheet and terminate with a tee into the granular rock. Above the polyethylene sheet, the vertical pipe would need to extend through the building and project through the roof at least 12" while being kept at least 10' away from doors and windows. For basements, the 4" rock and polyethylene sheet would be placed beneath the concrete slab, with the passive pipe installed the same as for a crawl space. Sump pits should have a sealed cover.

6. Sangamon County does not inspect to nor does it certify for the purpose of occupancy that this building has been constructed in compliance with the aforementioned code.
The undersigned contractor, property owner, or authorized agent acknowledges the above requirements:

OWNER

DATE

OWNER

DATE

CONTRACTOR